

MEMORANDUM OF UNDERSTANDING
 Between
 THE BOARD OF EDUCATION OF PLAINFIELD COMMUNITY CONSOLIDATED SCHOOL DISTRICT 202
 AND
 THE PLAINFIELD ASSOCIATION OF SUPPORT STAFF, IEA-NEA

7.4 VACATION

Vacation days, those days when an employee may be away from work while receiving his or her regular daily pay, will be granted to all 12-month employees working six (6) or more hours per day on July 1 according to the following formula:

7, 7.5 and 8 Hour 12-Month Employees		6 Hour 12-Month Employees	
Less than one (1) year	None	Less than one (1) year	None
Upon the completion of one (1) year	5 working days	Upon the completion of one (1) year	5 working days
Upon the completion of two (2) years	10 working days	Upon the completion of two (2) years	5 working days
Upon the completion of five (5) years	15 working days	Upon the completion of five (5) years	10 working days
Upon the completion of ten (10) years	17 working days	Upon the completion of ten (10) years	15 working days
Upon the completion of fifteen (15) years	20 working days	Upon the completion of fifteen (15) years	15 working days

Any full-time employee, who changes from a 9, 10, or 11-month position to a 12-month position, shall have vacation time determined on a pro-rata basis as follows:

- a. A full-time 9-month employee shall receive 75% of the 12-month vacation days formula, as printed above.
- b. A full-time 10-month employee shall receive 85% of the 12-month vacation days formula, as printed above.
- c. A full-time 11-month employee shall receive 95% of the 12-month vacation days formula, as printed above.

Full-time 6-hour 12-month employees that move into a full-time 8-hour position, will receive 85% of the pro-rated vacation days as printed above for those 6-hour employees that move into these new positions effective July 1, 2019.

Eleven-month employees hired prior to August 31, 2009 will receive three (3) vacation days per year.

General procedures relative to the use of vacation benefits are:

- d. Employees cannot use any vacation allowance until they have completed one year of service in the District. Vacations can only be used after the year it is earned based on July 1 of each year.
- e. All requests for vacation ~~must~~ should, be submitted to their supervisor a minimum of fourteen

(14) calendar days in advance of the date requested. All requests for vacation between June 1 to September 1 ~~must~~ should be submitted to their supervisor by April 1. All requests for vacation between December 15 and January 15 ~~must~~ should be submitted to their supervisor by October 1. Requests for vacation days may be submitted to the supervisor as early as January 1 for the following fiscal year. If two (2) days or less are to be requested notice shall be at least 48 hours assuming a substitute can be obtained.

- f. Vacation time cannot be accumulated and must be taken as time away from the job. Vacation time is lost as vacation time if not taken within the calendar year following the year in which it was earned. On June 30, employees will be permitted to transfer up to five (5) unused vacation days to sick leave. Any unused vacation days over five (5) days shall be lost.
- g. The necessity of maintaining an effective work force necessarily limits the period of time during which vacations may be granted and/or the number of employees who simultaneously may be granted vacation leave to be away from work. No vacation may be taken during the five days before the end of the school year, the five days after the close of the school year, the five days before the beginning of the school year, and the five days after the school term begins.
- h. A day of vacation will not be charged if a paid holiday occurs during the vacation.
- i. If an employee has accumulated vacation at the time of separation from the District, the employee shall receive the accumulated vacation days in salary at the employee's regular salary rate based on a pro-rated annual vacation allowance earned by the number of days worked in a year.
- j. Accumulated vacation time shall be paid to an employee leaving the District provided said employee fulfills the requirements of Section 5.8.

Except for the modifications noted above, all other terms and conditions of the Collective Bargaining Agreement between the Board of Education and the Plainfield Association of Support Staff PASS (effective 2019-2024) shall remain in full force and effect pursuant to the terms of such Agreement.

This Memorandum of Agreement was agreed upon by the Board of Education of Plainfield Community Consolidated School District 202, Will and Kendall Counties, Illinois, and the PLAINFIELD ASSOCIATION OF SUPPORT STAFF, IEA-NEA on the 26th day of April, 2021.

THE BOARD OF EDUCATION OF
PLAINFIELD COMMUNITY
CONSOLIDATED SCHOOL DISTRICT 202

By: _____

President

Attest: _____

Secretary

THE PLAINFIELD ASSOCIATION
OF SUPPORT STAFF, IEA-NEA

By: _____

President

Attest: _____

Secretary